



## **FIT FOR DUTY**

Integrated Water Services, Inc.  
(the Company)



## **Purpose**

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The purpose of this procedure is to define the Company Fit for Duty requirements.

## **Scope**

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This program applies to all Company employees.

When work is performed by a subcontractor on a company site, the contractor's written safety program shall take precedence for their employees. However, subcontractors may adopt this procedure for their use.

## **Fitness for Duty Process**

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It is the goal of the Company to provide a safe workplace for all employees. To accomplish this goal, we have adopted the following fitness for duty policy requirements. Supervisors will work with the human resources department when they have a concern about an employee's fitness for duty.

All requirements will be verified through documentation.

### **Training and Safe Work Requirements (Skills and Knowledge)**

Employees must have the required skills to perform their assigned tasks. This is evaluated and documented by any or all of the following for evaluation of the employee's required skills:

- Prior employment reference checks
- Certifications, licenses, or other documentation verification
- Task testing
- On the job monitoring
- Performance evaluations
- Training and training retention

Employees must be properly trained for their assigned tasks. Employees must receive training specific to their assigned task. Examples might be welding, instrumentation, scaffold building, equipment operator qualifications, respirator fit test, etc. based on a training matrix that reflects the job description and/or tasks being performed. All training is to be documented. The safety department will maintain the training matrix.

Safe work practices and procedures must be followed. Safe work procedures must be in place prior to work beginning. Employees shall follow company and client safety requirements. Examples may include hot work permitting, confined space, lockout tagout, electrical safety, operator safety, and other standard work practices, safety rules or procedures.

### **Personal Medical Reporting Requirements**

As a condition of employment employees must report to the HR or safety department all medications that could impair their ability to safely perform the responsibilities of their job. The reporting must occur before the employee arrives to work.

**Employee Activity and Behavior**

Employee's activities and behaviors will be monitored to determine if employee should be removed from the work site if their ability to perform their duties safely is questioned.

**Fit for Duty Examination**

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**Confidentiality**

Medical Records and other related records are protected by state and federal confidentiality laws and Company policy. Employee medical records will not be released to unauthorized personnel without the employee's written consent or subpoena in accordance with state and federal laws.

**Self-Referrals**

Employees are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely. Employees must be physically and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as not reporting to work in a condition so as to endanger the safety of their fellow workers.

Disciplinary action may occur for an employee reporting to work in a condition which could endanger their own safety or the safety of any other person(s). See below for Management Referral in case there is a question about the employee's ability to work safely.

**Management Referral**

Management personnel are responsible for monitoring the attendance, performance, and behavior of their employees. When an employee's performance and/or behavior (including the odor of alcohol or possible use of any illegal substance) appears to be present, it is every manager's responsibility to challenge the employee's behavior and the ability to function by removing the employee from the job.

Due to the safety issues involved, supervisors have a special responsibility to implement this policy in a consistent and fair manner.